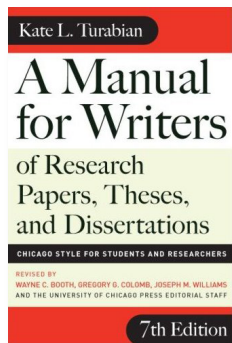


Chicago / Turabian Style Quick Reference Guide

7th Edition



The recommendations in this guide are based on the 7th edition (2007) of *A Manual for Writers of Research Papers, Theses, and Dissertations: Chicago Style for Students and Researchers* by Kate L. Turabian. For more in-depth explanation of formatting and preparing a bibliography, please consult the 7th edition of the manual or the 15th edition of the Chicago Manual of Style (2003).

General notes about this guide

It is important to note that individual instructors may vary from these recommendations and it is always wise to consult with your instructor before formatting and submitting your work.

The following formatting guidelines are intended for course papers only. If you are writing a thesis or dissertation please follow the formatting guidelines set up by your department or University or consult the 7th edition (2007) of *A Manual for Writers of Research Papers, Theses, and Dissertations: Chicago Style for Students and Researchers*.

The following examples follow the **notes-bibliography** style of citation, which is widely used in the humanities and social sciences. If you are not certain which style to use, consult your instructor.

Numbers in parentheses, i.e. (375) indicate the page number of the 7th edition (2007) of *A Manual for Writers of Research Papers, Theses, and Dissertations: Chicago Style for Students and Researchers* by Kate L. Turabian.

General Formatting Comments

Margins:

At least 1 inch all around each page (374).

Typeface:

Use a readable typeface such as Times Roman or Palatino and be consistent throughout the entire document. Use at least 10 or 12 point font (374).

Spacing:

Double-space all text *except* the following, which should be single-spaced:

- Title page
- Block quotations
- Table titles and figure captions
- Footnotes or endnotes
- Bibliographies or reference lists

Use only one space after each terminal punctuation mark (375).

Title Page

- Course papers should begin with a title page. The title page is the only front matter needed for a course paper.
- Do **NOT** put a page number on the title page.

Page numbers:

Page numbers can be placed in any of the following locations: centered in the footer, centered in the header, or flush right in the header. Choose one of these locations and be consistent (376).

Quotations (347-358)

- Whenever you directly cite or paraphrase anyone else's words or thoughts, you must include a citation of the work.
- If the quotation is four lines or fewer, the quotation should run into your text and be enclosed by quotation marks.
- Indicate that you are citing a source by placing a superscript number at the end of the sentence.

According to Gunther Barth in *Bitter Strength: A History of the Chinese in the United States, 1850-1870*, "The term coolie which originally designated any hired laborer, porter, or carrier came to describe one pressed into service by coercion."¹

In Text
EXAMPLE

Block Quotations (348-350)

- If the quotation is five lines or longer, set the quotation off as a block quotation, without quotation marks.
- The block quotation should be single spaced, leaving a blank line before and after.
- Indent the entire quotation as far as you indent the first line of the paragraph.

The Chinese immigrant as sojourner is the model set up by Gunther Barth in *Bitter Strength: A History of the Chinese in the United States, 1850-1870*. Barth states:

In the 1850's and 1860's a tidal wave of Chinese surged into California in pursuit of a dream. The newcomers came with a vision; they would make money to return to China with their savings for a life of ease, surrounded and honored by the families which their toil had sustained. Their goal kept the Chinese apart from the flood of other immigrants who came to America as permanent residents.²

In the mode of the sojourner, many of the Chinese men who came to the United States to find work left their families in China.

In Text
EXAMPLE

Omissions (355)

- If you omit a word, phrase, or sentence, use ellipsis dots, or three periods with spaces between them.
- Leave a space between the last quoted word and the first ellipsis dot and a space after the last ellipsis dot and the next word.

According to Gunther Barth, “The term coolie ... came to describe one pressed into service by coercion.”³

In Text
EXAMPLE

Footnotes and Endnotes (141-142 and 151-154)

- Each time you paraphrase or cite a source directly, you **must include either**:
 - a citation for that source in a correspondingly numbered footnote at the bottom of the page
- **OR**
 - a list of endnotes at the end of your paper.
- Notes are indented like all other paragraphs in the body of the paper.
- Begin each note with its reference number, preferably not as a subscript but as regular text.
- Put a period and a space between the number and the text of the note.
- Footnotes and endnotes are single spaced with one blank line between notes.

1. Estelle Lau, *Paper Families: Identity, Immigration Administration, and Chinese Exclusion* (Durham: Duke University Press, 2006), 20.

Note
EXAMPLE

Footnotes and Endnotes (141-142 and 151-154)

- If you cite the same source twice, shorten the note.

2. Lau, 25.

Note
EXAMPLE

Bibliography (147-150 and 404)

- In addition to the footnote or endnote for each source, you also list all of your sources at the end of the paper in the bibliography.
- The form of citations in your bibliography differs from the footnote or endnote form.
- Label the first page Bibliography at the top of the page, do not repeat the title on subsequent pages.
- Leave two blank lines between the title and the first item listed and one blank line between items.
- Bibliographic entries use hanging indentation.
- Arrange the list alphabetically by the last name of the author or editor.

The following are examples of citations in notes-bibliography style. This is not an exhaustive list. For further examples please consult the Turabian Manual.

Book Citation - General Format

1. First name Last name, *Title of Book* (Place of publication: Publisher, Year of publication), page number.

Note
EXAMPLE

Last name, First name. *Title of Book*. Place of publication: Publisher, Year of publication.

Bibliography
EXAMPLE

Book by One Author (162)

1. Gunther Barth, *Bitter Strength: A History of the Chinese in the United States, 1850-1870* (Cambridge: Harvard University Press, 1964), 51.

Note
EXAMPLE

Barth, Gunther. *Bitter Strength: A History of the Chinese in the United States, 1850-1870*. Cambridge: Harvard University Press, 1964.

Bibliography
EXAMPLE

Book by Two or More Authors (163)

2. Deborah Howe, James Howe, and Alan Daniel, *Bunnacula: A Rabbit Tale of Mystery* (New York: Anthem, 1979), 5.

Note
EXAMPLE

Howe, Deborah, James Howe, and Alan Daniel. *Bunnacula: A Rabbit Tale of Mystery*.
New York: Anthem, 1979.

Bibliography
EXAMPLE

Book by Four or More Authors (163)

- With four or more authors list only the first author's name followed by et al. in the note.

3. Andrew Gagliano et al., *How to Build an Elevator* (Chicago: Construction Press, 2009), 58.

Note
EXAMPLE

- Include all of the authors in the bibliographic entry, no matter how many, do not use et al.

Gagliano, Andrew, Ann Zielke, Emily Wagner, and Danielle Kerr. *How to Build an Elevator*. Chicago: Construction Press, 2009.

Bibliography
EXAMPLE

Editor or Translator in Place of an Author (164)

4. Chuck Green, ed., *Green Gross* (New York: Color Press, 2006), 40.
5. Charles Rover, trans., *Orange Shoes* (New York: Color Press, 2003), 33.

Note
EXAMPLE

Green, Chuck, ed. *Green Gross*. New York: Color Press, 2006.

Rover, Charles, trans. *Orange Shoes*. New York: Color Press, 2003.

Bibliography
EXAMPLE**Chapter or Other Part of a Book (178)**

6. Ann Zielke, "Different People," in *Surviving the College Experience*, ed. Thomas Smith (New York: College Press, 1999), 56.

Note
EXAMPLE

Zielke, Ann. "Different People." In *Surviving the College Experience*, edited by Thomas Smith, 54-78. New York: College Press, 1999.

Bibliography
EXAMPLE

Preface, Foreward, or Introduction (178)

7. Gina Sevick, foreword to *Surviving the College Experience*, by Margaret Wagner (New York: College Press, 1999), xxi.

Note
EXAMPLE

Sevick, Gina. Forward to *Surviving the College Experience*, by Margaret Wagner, xx-xxii. New York: College Press, 1999.

Bibliography
EXAMPLE

An Anonymous Book (165)

8. *Basic History of Immigration* (San Francisco: Migration Press, 2009), 24.

Note
EXAMPLE

Basic History of Immigration. San Francisco: Migration Press, 2009.

Bibliography
EXAMPLE

Edition Other than the First (171)

9. Grace Gato, *How to Tie Your Shoes*, 3rd ed. (Chicago: Footwear Press, 2005), 70.

**Note
EXAMPLE**

Gato, Grace. *How to Tie Your Shoes*. 3rd ed. Chicago: Footwear Press, 2005.

**Bibliography
EXAMPLE****Unpublished Thesis or Dissertation (194)**

10. Sylvia Caballero, "How to Teach First Graders" (master's thesis, University of Wisconsin, 2004), 68.

11. Sylvia Caballero, "How to Teach First Graders" (PhD diss., University of Wisconsin, 2004), 58.

**Note
EXAMPLE**

Caballero, Sylvia. "How to Teach First Graders." Master's thesis, University of Wisconsin, 2004.

Caballero, Sylvia. "How to Teach First Graders." PhD diss., University of Wisconsin, 2004.

**Bibliography
EXAMPLE**

Print Periodical - General Format

1. First name Last name, "Title of Article," *Title of Journal* Volume number (Year): page number.

Note
EXAMPLE

First name Last name, "Title of Article." *Title of Journal* Volume number (Year): inclusive page numbers.

Bibliography
EXAMPLE

An Article in a Print Journal (181-185)

2. Brice Crate, "Queer Theory in English Literature," *Queer Theory Quarterly* 16 (June 2008): 238.

3. Sarah Wagner, "Why Kids Can't Learn," *Education in Wisconsin Quarterly* 56, no. 3 (1999): 205.

Note
EXAMPLE

Crate, Brice. "Queer Theory in English Literature." *Queer Theory Quarterly* 16 (June 2008): 230-260.

Wagner, Sarah. "Why Kids Can't Learn." *Education in Wisconsin Quarterly* 56, no. 3 (1999): 200-215.

Bibliography
EXAMPLE

An Article in a Popular Magazine (185-186)

4. Chris Craven, "Vampires, Vampires, Vampires," *Vampire Magazine*, January 24, 2003, 24.

Note
EXAMPLE

Craven, Chris. "Vampires, Vampires, Vampires." *Vampire Magazine*, January 24, 2003.

Bibliography
EXAMPLE

An Article in a Newspaper (186-187)

- In most cases, you only need to cite articles from newspapers in notes. You only need to include newspaper articles that are critical to your argument or are frequently cited in your bibliography.

Kevin Trost, "Creating Something Out of Nothing," *New York Times*, July 16, 2008.

Note
EXAMPLE

E-book (181)

1. Gunther Barth, *Bitter Strength: A History of the Chinese in the United States, 1850-1870* (Cambridge: Harvard University Press, 1964), NetLibrary e-book.

**Note
EXAMPLE**

Barth, Gunter. *Bitter Strength: A History of the Chinese in the United States, 1850-1870*. Cambridge: Harvard University Press, 1964. NetLibrary e-book.

**Bibliography
EXAMPLE****An Article from an Online Database (185)**

- Follow the guidelines for a print journal article and include the URL and access date.

2. Brice Crate, "Queer Theory in English Literature," *Queer Theory Quarterly* 16 (June 2008): 238, <http://jstor.org/038493484%> (accessed July 14, 2009).

**Note
EXAMPLE**

Crate, Brice. "Queer Theory in English Literature." *Queer Theory Quarterly* 16 (June 2008): 230-260. <http://jstor.org/038493484%> (accessed July 14, 2009).

**Bibliography
EXAMPLE**

Website (198)

- Include as much of the following information as you can: author, title of page, title or owner of site, URL, and access date.

3. Craig Marks, "How to Build Paper Airplanes," Paper Airplanes, <http://www.paperairplanes.com/learningtools> (accessed June 1, 2006).

Note
EXAMPLE

Marks, Craig. "How to Build Paper Airplanes." Paper Airplanes.
<http://paperairplanes.com/learningtools> (accessed June 1, 2006).

Bibliography
EXAMPLE

Example Title Page (386)

- Course papers should begin with a title page.
- The title page is the only front matter needed for a course paper.

Title Format

- Position a third of the way down the page
- All Caps - centered
- Main title on a single line followed by a colon
- Subtitle below main title

CHINESE IMMIGRATION TO AMERICA:
A STUDY OF 19TH CENTURY AMERICAN NATIVISM

Betty Smith
Seminar in American History 101
November 5, 2010

NOTE

Page Numbers

Do NOT put a page number
on the title page.

Author Format

- Position several lines below title
- Included Information
 - Your Name
 - Course Title
 - Date
 - Any information requested by your instructor

Example Page (347-358) and (142)

NOTE
Font & Spacing

- 10 or 12 Point Font
- Readable Typeface
 - Times New Roman
 - Palatino

Margins
One inch margins
all around.

NOTE
Page Numbers

May be placed:

- Centered in Footer
- Centered in Header
- Flush Right in Header

CHOOSE ONE AND BE CONSISTENT

Between the 1840's and 1880's nearly 370,000 Chinese immigrated to the United States.¹

The overwhelming majority of these new immigrants were male. One explanation for the predominance of Chinese males immigration is the representation of the male Chinese immigrants as sojourners. The Chinese immigrant as sojourner is the model set up by Gunther Barth in *Bitter Strength: A History of the Chinese in the United States, 1850-1870*.

Barth states:

Block Quotation

In the 1850's and 1860's a tidal wave of Chinese surged into California in pursuit of a dream. The newcomers came with a vision; they would make money to return to China with their savings for a life of ease, surrounded and honored by the families which their toil had sustained. Their goal kept the Chinese apart from the flood of other immigrants who came to America as permanent residents.²

In the mode of the sojourner, many of the Chinese men who came to the United States to find work left their families in China. Some Chinese immigrants also found their way to the U.S. not through emigration by choice but by being forced into the slave labor trade or "coolie" trade. According to Barth, "the term coolie which originally designated any hired laborer, porter, or carrier came to describe one pressed into service by coercion."³ Hundreds of thousands of Chinese made their way to the U.S. in the 19th century through a broker, contract, or indentured agreement. As the Chinese population grew in the United States through the latter half of the 19th century so did the nativist reaction to these new immigrants. According to John Higham, "Racial nativism...what may be called the Anglo-Saxon tradition characterized the in-group directly, the alien forces only by implication."⁴

Quotation

Omission

Footnotes

1. Estelle Lau, *Paper families: Identity, Immigration Administration, and Chinese Exclusion* (Durham: Duke University Press, 2006), 20.

2. Gunther Barth, *Bitter Strength: A History of the Chinese in the United States, 1850-1870* (Cambridge: Harvard University Press, 1964), 51.

3. Barth, 51.

4. John Higham, *Strangers in the Land: Patterns of American Nativism, 1860-1925* (New York: Anthem, 1970), 9.

Example Notes Page

**NOTE****A paper should include****Footnotes****OR****Endnotes.**

3

Notes

1. Estelle Lau, *Paper families: Identity, Immigration Administration, and Chinese Exclusion* (Durham: Duke University Press, 2006), 20.
2. Gunther Barth, *Bitter Strength: A History of the Chinese in the United States, 1850-1870* (Cambridge: Harvard University Press, 1964), 51.
3. Barth, 51.
4. John Higham, *Strangers in the Land: Patterns of American Nativism, 1860-1925* (New York: Anthem, 1970), 9.

Example Bibliography

**NOTE**

A paper should include
a bibliography.

4

Bibliography

Barth, Gunther. *Bitter Strength: A History of the Chinese in the United States, 1850-1870*.
Cambridge: Harvard University Press, 1964.

Higham, John. *Strangers in the Land: Patterns of American Nativism, 1860-1925*.
New York: Anthem, 1970.

Lau, Estelle. *Paper families: Identity, Immigration Administration, and Chinese Exclusion*.
Durham: Duke University Press, 2006.

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